

# HOWARD COUNTY HISTORIC PRESERVATION COMMISSION

ELLICOTT CITY HISTORIC DISTRICT ■ LAWYERS HILL HISTORIC DISTRICT 3430 Court House Drive ■ Ellicott City, Maryland 21043

Administered by the Department of Planning and Zoning

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# **December Agenda**

Thursday, December 4, 2014; 7:00 p.m.

The December meeting of the Historic Preservation Commission will be held in the Oella Room at the Roger Carter Community Center at 3000 Milltowne Drive, Ellicott City, MD 21043. All cases are public meetings unless otherwise indicated. All inquiries should be made to: 410-313-2350. Requests for accommodations need to be made three working days in advance of the meeting. Materials are available in alternative formats upon request.

# **PLANS FOR APPROVAL**

- 1. 14-65c 8321 Main Street, Ellicott City
- 2. 14-51c and 14-69c 8202 Main Street, Ellicott City
- 3. 14-83 8398 Court Avenue, Ellicott City
- 4. 14-84 3574 Church Road, Ellicott City
- 5. 14-85 3713 Fels Lane, Ellicott City
- 6. 14-86 11621 Scaggsville Road, Fulton
- 7. 14-87 3676 Fels Lane, Ellicott City
- 8. 14-88 8197 Main Street and 3709 Old Columbia Pike, Ellicott City
- 9. 14-89 Fels Lane, Ellicott City (Lot between 3600 and 3596 Fels Lane; map 25, parcel 328)
- 10. 14-90 Throughout historic district (Main Street, Old Columbia Pike, Maryland Avenue, Court Avenue, Court Place, Parking Lots A-F, Ellicott City

#### **CONSENT AGENDA**

# 14-65c - 8321 Main Street, Ellicott City

Final tax credit approval. Applicant: Miriam C. Eades

**Background & Scope of Work:** On September 4, 2014 the Applicant was pre-approved to prep and paint the exterior of the building and replace rotten wood. The application states that \$5,350.00 was spent on work. The Applicant seeks \$1,337.50 in final tax credits.

**Staff Comments:** The work complies with that pre-approved and the receipts add up to the requested

**Staff Recommendation:** Staff recommends Approval of final tax credit as submitted for \$1,337.50.

# 14-51c and 14-69c - 8202 Main Street, Ellicott City

Final tax credit approval. Applicant: Ronald Peters

**Background & Scope of Work:** On August 7 and September 4 the Applicant was pre-approved to paint the exterior of the building, repair cornice as needed, caulk and reglaze windows as needed, paint upper floor windows and cornice to match existing and repair roof leak on right side of building. The Applicant has submitted documentation that \$15,270.00 was spent on eligible pre-approved work. The Applicant seeks \$3,817.50 in final tax credits.

**Staff Comments:** The work complies with that pre-approve and the receipts add up to the requested amount.

**Staff Recommendation:** Staff recommends Approval as submitted.

#### <u>14-83 – 8398 Court Avenue, Ellicott City</u>

Exterior repairs/alterations, tax credit pre-approval. Applicant: 8398 Court Ave, LLC; Frank Durantaye

**Background & Scope of Work:** According to MDAT the building dates to 1920. The Applicant seeks tax credit pre-approval for the following work:

- 1) Paint the wood siding to match the existing color.
- 2) Paint the wood shutters to match the existing color.
- 3) Replace wood shutters as needed due to disrepair, replacing with wood in a style to match the existing.
- 4) Paint windows and doors to match existing color.
- 5) Repoint stone foundation as needed.

**Staff Comments:** The application complies with Chapter 6 recommendations for the rehabilitation and maintenance of existing buildings. The painting of the siding, shutters, windows and doors to match the existing color is considered Routine Maintenance, which Chapter 5 (page 23) considers, "painting previously painted surfaces using the same color." The shutters will be replaced as needed and will match the existing shutters. This work is also considered Routine Maintenance, which Chapter 6.H (page 42) considers: "installing new shutters or blinds that exactly match the existing ones."

The repointing of the mortar complies with Chapter 6.C recommendations, "maintain or restore granite buildings, foundations."

**Staff Recommendation:** Staff recommends Approval as submitted and tax credit pre-approval for the work.

#### **REGULAR AGENDA**

#### 14-84 – 3574 Church Road, Ellicott City

Exterior repairs/alterations, tax credit pre-approval.

Applicant: Elizabeth M. Walsh

**Background & Scope of Work:** According to MDAT the house dates to 1911. The application explains that there are foundation problems with the wrap-around porch on the house, and that the tongue and groove decking is also showing signs of damage. The Applicant proposes to replace the deteriorated features with new materials as similar as possible to the existing in material, design and finish. The current porch is constructed of wood painted gray and white. The Applicant proposes to paint the repaired porch to match the existing. The exact repair of the porch is unknown at this time, until the deteriorated pieces are removed to see what is happening underneath. Some of the known problems include:

- 1) The footer under the front entry columns is failing and will be replaced.
- 2) Damaged/rotting framing members and decking will be replaced as necessary to match the existing historic materials (painted wood).

The Applicant has explained that it is possible the entire porch may need to be replaced, if it is in poor condition. If that is the case, the project will most likely not be finished until spring. The Applicant would like to repair and stabilize the porch before winter weather will cause more damage. The Applicant is concerned about the porch roof pulling away from the main house under the weight of snow if the damaged column keeps shifting. The contractor has provided the following explanation:

"The existing footer seems to be possibly failing along with rotten wood under the decking which is causing the sinking. I am not 100 percent sure about the footer, but we will know once we get into it a little more. The framing members will be replaced until there is no more rot and the decking will be a patch/replace method. To access this we will need to remove the steps and access the space from the left side of the house. We will have a temporary support install for current column and tear the area apart then reinstall the column. The roof will get slightly jacked back up and sat back down on top of new structure. Pending level of damage this project could range 5,000 to 8,000. This assumes only minor repair to decking surface where needed but full replacement of decking will need to occur at some point."

**Staff Comments:** The replacement of damaged materials with materials to match the existing as closely as possible complies with Chapter 6.F (page 34) recommendations, "replace deteriorated features with new materials as similar as possible to the original in material, design and finish."

**Staff Recommendation:** Staff recommends Approval as submitted and tax credit pre-approval for the work.

# 14-85 – 3713 Fels Lane, Ellicott City

Exterior repairs/alterations.

Applicant: Bob Linz, Howard County Department of Recreation and Parks

**Background & Scope of Work:** According to MDAT the building dates to 1932. The Applicant proposes to remove the existing front porch, which is rotted and in very poor condition. The porch will be rebuilt to match the existing. The rebuilding of the porch will include:

- 1) Install new pressure treated double 2x10 floor joists, 16 inches on center. New joist hangers and galvanized fasteners shall be used through the project.
- 2) Install new tongue and groove Perennial 1x3 ¼ decking. Prime all six sides prior to installation. Decking shall be installed with stainless steel flooring nails. Final finish shall be two coats of Duration stain mid gray paint.
- 3) Fabricate new upright posts from Spanish Cedar to match the existing column profile. Prime columns and paint two coats of Duration Georgetown Green.
- 4) All wooden brackets and trim shall match existing and be Spanish Cedar.
- 5) Install new roof joists, band board and header.
- 6) Install Douglas fir skip sheathing to the roof framing.
- 7) Install a black standing seam roof, including felt flashing and trim.
- 8) Install approximately 56 linear feet of 5" half round bronze color aluminum gutters and downspouts.
- 9) Install cedar tongue and groove beaded edge with center v-groove. Prime all ceiling lumber, paint two coats Duration sky blue latex paint.
- 10) Trim out roof and porch deck to match existing. Porch and roof trim shall be Georgetown Green.
- 11) Install new pressure treated stair stringers, 24' on center, paint two coats Duration mid gray paint.
- 12) Install prime western red cedar railings and balusters to match existing no the porch and stairs, with the exception of the v-groove bottom rail. Prime all rails and paint two coats Duration white.
- 13) Install new pressure treated lattice framing. The left and right end panels shall be hinged and latched for access. Prime and paint two coats Duration mid gray.

The Applicant also proposes to install a temporary steel gate in place of the existing driveway chain to protect the property while renovations are being completed. A historic-looking gate is planned for the future (this will be formally applied for at a later date).

**Staff Comments:** The rebuilding of the porch complies with Chapter 6.F (page 34) recommendations, "replace deteriorated features with new materials as similar as possible to the original in material, design, and finish" and "replace missing features, such as missing supports or railings, with materials that are appropriate in scale, proportion and style." The Applicant intends to reconstruct the porch to look exactly like the existing.

**Staff Recommendation:** Staff recommends Approval as submitted.

# <u>14-86 – 11621 Scaggsville Road, Fulton</u>

Advisory Comments for subdivision w/ demolition Applicant: Robert H. Vogel Engineering, Inc.

**Background & Scope of Work:** According to MDAT the main historic house dates to 1830. The property is not listed on the Historic Sites Inventory, but is historic and is before the Commission for Advisory Comments for the subdivision of the property. The Applicant proposes to demolish the existing historic farmhouse and outbuildings. The property consists of about 91 acres and the development will contain 177 lots.

**Staff Comments:** The historic farmhouse, which is proposed to be demolished, is located on Lot 7. Staff recommends retaining the historic house on this lot and changing the curve of the road to add a front setback to the property. Alternatively, a variance could be obtained, if needed, to have a smaller front setback in order to keep the historic house.

The corner location is an ideal location for the historic farmhouse, as the front facing orientation to the street remains and it is not nestled between dense development. The historic farmhouse could be restored and serve as a focal point and entry feature for the neighborhood. The farmhouse could also provide inspiration for the design of the future homes.

The County Architectural Historian, Ken Short, has documented the house and gave the following report:

The Nichols-Wessell Farm apparently began as a tenant farm owned by Rezin H. Snowden and sold to Thomas Nichols in 1855. The earliest house on the property was a two-story log dwelling that survives as the back building of the existing dwelling. Whether Snowden had it built for, or by, his tenant or Nichols built it after purchasing the farm is not known at this time. Nichols must have gotten into financial trouble during the Civil War and in 1871 sold the farm to David Carroll, but continued to rent the land and farm it. After Carroll's death his heirs sold the farm to George H. Wessell in 1890. Wessell was assessed for the front addition to the house in 1896, and added a new barn, which does not survive, in 1899. Wessell's children continued to live here and farm the land into the 1960s, and their grandchildren sold the farm to Lenox Land Corp. in 1968. The house has a center stair hall in the 1890s addition, with one room to either side on both stories, and the log section on the rear serves as a large kitchen wing, with two chambers above. The house retains most of its historic finishes inside, and though it has not been well-maintained in recent decades, it shows no obvious signs of deterioration.

In Mr. Short's research, he also found that the there is a deed from Thomas Nichols to David Carroll in 1871 (WWW 31-67) for this farm, of 105 acres, that reserves "an acre where the family grave yard stands which the grantors hereby reserve for themselves and their family with the right of access thereto." The cemetery is not listed on the Cemetery Inventory. Staff has reviewed the aerial photos for evidence of a cemetery and does not see anything on site. However, cemeteries are very difficult to detect in aerial photography, so Staff recommends being aware that they may be a cemetery on site.

This property is not listed on the Historic Sites Inventory, but could be added, making the rehabilitation of the historic house eligible for the County's 25% historic tax credit.

**Staff Recommendation:** Staff recommends the historic house be retained on Lot 7 and the road moved slightly to allow for a larger front setback. Staff recommends a thorough evaluation of the land to locate the historic cemetery.

# 14-87 – 3676 Fels Lane, Ellicott City

Demolition of existing structure.

Applicant: Thomas P. Carbo, Howard County Housing Commission

**Background & Scope of Work:** MDAT does have a date for this building; however it is not a historic building, but is located within the Ellicott City Historic District. The Applicant proposes to demolish the former Roger Carter Community Center, re-grade the site and stabilize it with grass seed to allow the site to function as an open space lot.

The Applicant explained that the original plans for the site were to be four quadraplex units designed to look like single family homes. These plans have been previously submitted to the Commission for Advisory Comments. However, the Applicant recently learned that the Adequate Public Facilities Ordinance schools tests confirmed that Veteran's Elementary and Dunloggin Middle schools were over capacity and that the district would be closed to new residential development for the next several years. The Housing Commission explored other options, such as age restricted housing, but they did not prove feasible.

In lieu of any development, the Applicant has drained and covered the pool, to prevent any future environmental nuisances. Aside from proposing to demolish the building, the Applicant will fill in the pool and remove any paved areas to stabilize the site. The site will be graded and seeded to function as an open space lot. The Applicant has indicated that on-going landscaping activities will continue post-site stabilization until redevelopment in the future. The Applicant's goal is to remove a community eyesore and curtail any undesirable activities.

**Staff Comments:** Chapter 12.D (page 88) of the Guidelines explains that, "If the Historic District Commission finds that a structure is not historically significant and does not contribute to the character of the historic district, demolition or relocation will be routinely approved. For any demolition or relocation, the treatment of the site after removal of the structure...must also be approved by the Commission." Staff finds that the building is not historic and does not contribute to the character of the historic district, but rather negatively impacts the character of the district. Staff finds that seeding the site after demolition and regrading will be an attractive community feature in lieu of new development.

**Staff Recommendation:** Staff recommends Approval as submitted.

#### 14-88 – 8197 Main Street and 3709 Old Columbia Pike, Ellicott City

Exterior alterations.

Applicant: 3330 Rogers Avenue LLC c/o Don Reuwer

**Background & Scope of Work:** According to the Historic Sites Inventory, the building at 8197 Main Street dates to 1924, as a fire in 1915 burned the previous building. The Applicant proposes the following work:

# 8197 Main Street

1) Add an exterior egress stair at the back of the building with a canopy and concrete block fire wall. The stair, stair supports and railing are to be black metal. The canopy will match the color of the existing roofs. The canopy will have a wood tongue and grove ceiling and the roofing of the canopy will be asphalt shingles or white EPDM to match the roof on the rest of the building.

- 2) Install two storefront doors at the landing at the two upper levels on the rear for the emergency egress staircase. The doors will be installed into the openings for the existing windows and will be clear anodized metal storefront frame with full glass single door.
- 3) Install new front door within existing frame on the front façade. The existing front door has two swinging doors, which will be replaced with a code compliant out swinging 3 foot door with panic bar and side light. The door will be a clear anodized metal storefront single door entrance closely matching the existing style, which is a narrow style storefront.
- 4) Infill basement level windows below floodplain on the rear of the building, which faces the river. Infill with stone to match existing wall.

#### 3709 Old Columbia Pike

- 1) Reverse the swing of the front door on the stone portion of the building.
- 2) Build enclosed egress path and exterior black metal grate deck on the back of the building. The metal grate deck will be a McNICHOLS Aluminum Safe T- Grid TB 940 with ADA spacing in the color clear anodized. The railing will be a steel mesh plate railing. The 'enclosed egress path' addition will be faced in Dryvit in the color 'red clay'.
- 3) Block existing window at the back of the wood section of the building within 10 feet of the egress path. Infill with siding to match the existing wall.

**Staff Comments:** The current application deals with code compliance issues for fire and safety. The construction of the emergency egress fire rated staircase on the rear of 8197 Main Street is consistent with Chapter 7 recommendations, "attach additions to the side or rear of a historic building to avoid altering the primary façade." By using the existing windows for the new egress doorways, the Applicant is minimizing disturbance to the rear of the building by not cutting in new openings. The rear of the building is a later addition to the main Taylor building. The staircase wall will be a CMU block wall, to match the existing block wall. The new doors will be storefront frame with full glass single door, which is a style consistent with the front door, which complies with Chapter 7.A recommendations, "use doors and simple entrance designs that are compatible with those on the existing building or similar nearby buildings."

The first floor of the building currently has metal storefront windows. The new clear anodized doors will match the existing style, but will be code compliant. The new doors comply with Chapter 6.G recommendations, "when repair is not possible, replace historic doors and entrance features with features of the same size, style and finish." In this case, repair is not possible because the doors need to be code compliant.

Typically the Guidelines recommend restoring window openings that have been filled in, however Staff has no objection to filling in the basement windows on 8197 Main Street as the windows are located below the floodplain, along the river on the rear of the building. It is more beneficial to keep the basement from flooding, than it is for the window openings to remain. The stone used to fill in the windows will match the existing stone on the building, which is consistent with Chapter 6 recommendations to use materials that are the same or similar to the existing.

On the rear of 3709 Old Columbia Pike the Applicant proposes to construct an enclosed egress path to 8197 Main Street. A window within 10 feet of this egress path will be filled in with HardiePlank siding, which was approved for use in this location only in February 2014. A metal deck will also be constructed on the rear of 3709 Old Columbia Pike. The deck will be built with McNICHOLS grating and according to the website, "the SAFE-T-GRID Grating is commonly used for entrance ramps, treads and walkway entrance grates. Made of aluminum, it is long lasting and corrosion resistant." While the proposed deck

will be constructed with modern materials, it will be located directly over the river and the materials will be more durable than wood. Additionally, the deck will not be visible from the public right-of-way. The use of metal is also consistent with other design features on the building, such as the storefront windows and doors.

The application also mentions installing a new wood door on the front of the building, where a door was previously blocked off. This item was already approved in February 2014.

**Staff Recommendation:** Staff recommends Approval as submitted.

# 14-89 - Fels Lane, Ellicott City (Lot between 3600 and 3596 Fels Lane; map 25, parcel 328)

Construction of new home. Applicant: D. Ronald Brasher

**Background & Scope of Work:** This property does not currently have an address, but is located on Fels Lane between 3600 and 3596 Fels Lane. There are no structures on this property; it is an empty lot. The Applicant proposes to construct a new 2-story single family detached home with a basement on the lot. The house will contain a porch, decks and attached garage. The site development will include the structure, hardscaping, retaining walls and landscaping.

The Applicant proposes to use the following items and materials/colors:

- 1) Siding HardiePlank 6 inch exposure, smooth siding in the color Sail Cloth; HardieShingle straight edge panel in the color Navajo Beige Roof Certainteed "Patriot" asphalt composition shingle in the color Driftwood.
- 2) Trim and Soffits The trim will be a smooth HardieTrim in the color Arctic White and the soffits a vented smooth HardieSoffit panel.
- 3) Chimney and ground level siding—Cypress Ridge stone in a New England drystack pattern.
- 4) Windows 1:1 Andersen 200 series vinyl clad wood double hung window.
- 5) Doors Jeld-Wen wood; 9 lite over 2 panels in the color gloss Roycroft Copper Red.
- 6) Lighting Black metal wall sconce, mounted next to adjacent door.
- 7) Deck and stair railings Modular vinyl railing systems by Certainteed, oxford route railing system with turned balustrades. The columns will be Certainteed 10 inch non-tapered round column. Decking will be Certainteed vinyl decking in a gray color. The trim will be Azek.
- 8) Tree removal 3 mature trees will be removed: a diseased chestnut tree at the entry to the site will be removed, a beech tree and a diseased oak tree.

**Staff Comments:** Chapter 8.A (page 56) states, "The County Code requires the Historic District Commission to be lenient in its evaluation of new buildings, "except where such plans would seriously impair the historic or architectural value of surrounding structures or the surrounding area." Staff finds the overall design is compatible with the district and does not find that it will impair the historic or architectural value of the surrounding structures or area. However, Staff finds that some of the building materials could be more appropriate to fit in with the character of the district.

Overall the application complies with Chapter 8.A (page 57) recommendations for new construction, "design new buildings to be compatible with neighboring buildings in bulk, ratio of height to width and the arrangement of door and window openings" and "use a building for or shape compatible with historic buildings that are part of the same streetscape. This is particularly important for new buildings on infill lots where the existing buildings along the street are similar in form." Staff finds the new house

will fit in with the streetscape architecture. There are several styles of houses on Fels Lane and this house will blend in, it will not stand out as different.

Chapter 8.B (page 58) recommends, "use materials common to the historic district, such as wood siding, wood shingles, brick, stone or stucco, and compatible with materials used in the immediate vicinity. Along upper Main Street, upper Church Road and Fels Lane, wood siding is dominant and is most appropriate for new buildings." The Guidelines also recommends, "where wood siding is used, use painted siding compatible with the forms of traditional siding found in the historic district. Substitute siding materials can be appropriate if they are similar in width, profile and texture to wood siding. The detailed appearance of substitute siding materials is less important for new buildings not visible from a public way." Staff has no objection to the use of HardiePlank siding, trim and shingles, which does have similarities to wood, especially in texture and density. The color of the siding will fit in with the neighborhood and surrounding buildings, as recommended by Chapter 6.N of the Guidelines.

The asphalt shingle roof complies with Chapter 7.A (page 59) recommendations for new construction, which states, "use roofing materials compatible with materials used elsewhere in the historic district. Asphalt shingles should generally be flat, uniform in color and texture and of an unobtrusive color."

The proposed 1:1 vinyl clad wood windows comply with the Guidelines, which explain that 1:1 windows are an appropriate style to use. Staff has no objection to the vinyl clad wood windows, which the Commission has approved for use on some historic buildings. Chapter 6.H (page 40) of the Guidelines explains, "Although they are usually appropriate on modern buildings, vinyl windows can be detrimental to a historic streetscape if used on a prominent, highly visible façade of a nonhistoric building close to historic buildings. Wood windows clad with a permanent finish are a good, low maintenance alternative." The wood doors comply with the Guidelines, which states that "simple paneled doors of wood or wood and glass are usually best."

The exterior lighting complies with the Guidelines, as the fixture will be located in a traditional location next to a door and will be made of dark metal.

The proposed vinyl shutters do not comply with Chapter 8.B of the Guidelines, which recommends, "shutters, if used, should be operable or appear to be operable, appropriately sizes, and made of painted wood. Metal or plastic shutters are not recommended." Staff recommends the Applicant use wood shutters.

The design of the porches complies with Chapter 8.B (page 58) recommendations, "in areas where front porches or stoops occur on most buildings facing the same street, incorporate porches or stoops similar in scale to existing designs into new buildings." However, the house will contain a significant amount of porches and decks, which the Applicant proposes to all be vinyl – including railings, columns and porch flooring. The Commission has approved Azek decking in the past for rear decks, but Azek tends to look like wood decking. For historic houses, the Guidelines recommend, "Construct porches of painted wood rather than poured concrete, metal or unpainted wood." Staff is concerned about the amount of vinyl elements being proposed for the porch and decks and finds this item could affect the integrity of the neighboring historic homes. Staff recommends alternative products be looked into, such as wood or Azek, which tends to resemble wood more so than vinyl.

The Applicant proposes to remove three large trees, which is necessary in order to site the house at the proposed location. There are also many scrub trees and other brush that will need to be removed. Staff has requested more information about the proposed landscaping, but the Applicant said they do not

have that information yet. Staff has also requested a site plan showing the existing and proposed topography, site plans and drawings of the retaining walls, and information on the materials for the retaining walls. The Applicant said that they will need to have a civil engineer grade this plan out, which has not been done yet. Once the grading and landscape plans have been completed, the plans will need to be approved by the Commission, per the Guidelines. For the future application for a landscape plan, Staff recommends the Applicant refer to the Guidelines, which recommend, "retain mature trees and shrubs. Provide for their replacement when necessary."

**Staff Recommendation:** Staff recommends Approval of the new construction as submitted, except for the following items:

- 1) The shutters should be wood.
- 2) The porch and decking material should be further explored, but Staff does not recommend Approval of vinyl.

# <u>14-90 – Throughout historic district (Main Street, Old Columbia Pike, Maryland Avenue, Court Avenue, Court Place, Parking Lots A-F, Ellicott City</u>

Installation of new trash cans and recycling bins.

Applicant: Steve Lafferty

**Background & Scope of Work:** The Applicant proposes to install new trash and recycling receptacles in the commercial section of Ellicott City, to include Main Street, Old Columbia Pike, Court Avenue, Court Place, Maryland Avenue and the parking lots. The existing trash cans are in disrepair and frequently used for recycling items. The new bins will provide both trash and recycling storage, whereas the existing bins only hold trash. The current bin locations will be evaluated and new bins will be provided based on the pedestrian flow. The receptacles will be from Victor Stanley and they will be black metal. The double bins will be placed where there is sufficient space along the sidewalk where they do not impeded pedestrian flow. Otherwise, the single bins will be installed in areas with more space restrictions. These new trash and recycling receptacles are being purchased as part of the \$100,000 Community Legacy Streetscape Grant that the Department of Planning and Zoning received this past year.

**Staff Comments:** The application complies with Chapter 10.C (page 76) recommendations, "use street furniture that is simple in design and constructed of materials such as wood and dark metal" and "improve consistency in design throughout the historic district for items such as street lights, traffic signals, public signage, trash receptacles and other street furniture."

**Staff Recommendation:** Staff recommends Approval as submitted.

| *Chapter and page references are from the Ellicott City or Lawyers Hill Historic District Design Guidelines. |                                   |
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|  | Beth Burgess  Executive Secretary |

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